

## ARCHITECTURAL DRAFTSMAN SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>
1194	Architectural Draftsman I	01	010	6 mo.	07/29/88
1195	Architectural Draftsman II	01	010	6 mo.	07/29/88
1198	Chief Architectural Draftsman	01	010	6 mo.	07/29/88

<sup>1</sup>*Promotional Line: 8*

### Series Narrative

Employees in this series perform, supervise, or direct drafting duties that support the design or modification of buildings.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Architectural Draftsman I** **1194**

Employees at this level perform technical duties involving skill and experience in architectural drafting. They work under general supervision from a designated supervisor.

A Architectural Draftsman I typically –

1. drafts detailed sketches, working plans, and drawings from design drawings, instructions, sketches, and field notes
2. assists in design planning and detailing by preparing studies, layouts, and preliminary work in connection with architectural projects
3. details drawings showing dimensions, materials, and construction details
4. prepares preliminary working drawings from sketches and design calculations
5. draws and sketches artistic architectural and structural features
6. makes engineering computations in determining strength or capacity of structural members and components
7. checks drawings and calculations and makes necessary or desired adjustments or changes
8. assists in checking complex shop drawings, construction work, and materials for conformance to specifications and standards
9. assists in instruction and supervision of draftsmen

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<sup>1</sup>See promotional line list for complete listing of all classes in this promotional line

10. performs other related duties as assigned

**Level II: Architectural Draftsman II** **1195**

Employees at this level perform architectural drafting involving a high degree of technical skill and ability. They work under general supervision from a designated supervisor.

An Architectural Draftsman II typically –

1. supervises lower level draftsmen by serving as group leader, with responsibility for coordinating work on plans for projects or portions of major projects
2. assists in supervising lower level draftsmen in architectural detailing and procedures
3. checks and corrects work prepared by others in order to conform to standards, specifications, and design requirements
4. prepares finished drawings for construction work from sketches, specifications, and field notes
5. proposes, recommends, and justifies changes in materials, construction methods, equipment installations, specifications, and architectural drawings
6. prepares structural calculations and analyses of building components
7. confers with representatives of departments for which buildings are planned and with consulting architect to determine needs
8. prepares preliminary plans, cost estimates, and specifications based upon requirements of department for which building is planned
9. specializes in one or more phases of architectural drafting (such as structural or construction) as deemed desirable
10. performs other related duties as assigned

**Level III: Chief Architectural Draftsman** **1198**

Employees at this level direct the preparation of architectural and structural drawings for construction work and related activities. They work under administrative supervision from a designated supervisor.

A Chief Architectural Draftsman typically –

1. supervises the preparation of architectural and structural drawings for construction work
2. coordinates drawings with related specifications, bid documents, and drawings and specifications for plumbing, heating, and electrical work
3. prepares budgets

4. prepares preliminary cost estimates
5. keeps progress records of drafting work
6. checks construction and materials
7. supervises the checking of shop drawings and the preparation of full-size details
8. confers with administrative personnel concerning architectural work
9. handles correspondence
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Architectural Draftsman I** **1194**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. three years of experience in architectural drafting work. College course work in an architecture curriculum may be substituted, year, up to a maximum of two years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to perform technical drafting work requiring a high degree of drafting skill

**Level II: Architectural Draftsman II** **1195**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. six years of experience in architectural drafting work. College course work in an architecture curriculum may be substituted, year for year, up to a maximum of three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to perform architectural drafting involving a high degree of technical skill in the preparation of complete drawings
2. ability to supervise a group of draftsmen and to coordinate work

**Level III: Chief Architectural Draftsman****1198**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in architectural or civil engineering
2. eight years of experience in architectural drafting work, three years of which were in a supervisory capacity

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Architectural Draftsman I .....	Edited
Architectural Draftsman II .....	Edited
Chief Architectural Draftsman .....	Edited